



DEFENSE MAPPING AGENCY
BUILDING 56, U.S. NAVAL OBSERVATORY
WASHINGTON, D.C. 20305

DMAINST 5200.6A
SS
6 September 1977

DMA INSTRUCTION 5200.6A

SUBJECT: Procedures for Processing SAO Documents

1. Purpose: To establish procedures and responsibilities for processing and disseminating incoming and outgoing Special Activities Office (SAO) documents at HQ DMA.
2. Cancellation: This instruction cancels and supersedes DMAINST 5200.6, 7 May 1973, Subject: Procedures for Processing SAO Documents.
3. Applicability: This Instruction is applicable to all elements of HQ DMA which are concerned with SAO documents.
4. General:
 - a. The Director of Special Security (SS) is responsible for the security, use, and dissemination of all SAO material received, stored or originated at HQ DMA. This includes receiving and/or dispatching all such material and maintaining required document registries and files. SS is also responsible for notifying the HQ DMA staff element primarily concerned with the substantive aspects of an SAO document upon its receipt, and for subsequent actions involving the material as outlined herein.
 - b. The head of the HQ DMA staff element (normally Division level), primarily concerned with the substance of an SAO document, or the designated Action Officer is responsible for:
 - (1) Ensuring that appropriate action is taken on each document received, and for determining what other persons within HQ DMA should see or be informed of the document. The following guidelines are provided to assist in making this determination:
 - (a) Supervisory officials up through Division level should be informed of the receipt of every SAO document in which their staff element has a direct interest. Division Chiefs will decide whether other divisions within the mission directorates or the support staff should be informed of the document.

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(b) Appropriate supervisory officials up through Directorate level and the Chief of Staff should be informed of every SAO document that has a significant impact upon DMA plans or operations. Officials at Directorate level will decide if the Deputy Director, Management and Technology; Deputy Director; or the Director should be informed of these documents.

(c) Appropriate supervisory officials through Directorate level; the Chief of Staff, the Deputy Director, Management and Technology; and Deputy Director should be informed of those SAO documents that have a major impact on DMA plans or operations or that require action which will involve significant DMA resources. These senior officials will decide, in each case, whether the Director should be informed.

(d) The above officials and the Director will be informed of those SAO documents on which the Director's guidance is needed prior to developing a DMA position or on which a decision is needed which involves DMA policy.

(2) Determining if the document should be provided to any DMA Component for information or action.

c. All actions or discussions involving SAO materials must be accomplished within the HQ DMA SAO Facility or other accredited SAO facility. The only exception to this procedure is that documents may be hand carried by SS personnel or other official courier designated by SS to the Director; Deputy Director; Deputy Director, Management and Technology; Deputy Director for Plans and Requirements; Deputy Director for Programs, Production and Operations; Deputy Director for Systems and Techniques; Comptroller; and the Chief of Staff, for reading or signature only, when necessary to expedite an action or to avoid personal inconvenience to those officials.

5. Procedures:

a. Incoming Material.

(1) SS will receive all incoming SAO materials. That office will promptly review each document to determine its nature and the Action Officer (AO) primarily concerned with its substantive content. If the AO cannot be determined by SS,

the Chief of the Office of Primary Responsibility will review the document and designate an AO. After the AO has been determined, SS will notify him that a document has been received for which he has been designated AO.

(2) Upon being notified by SS of the receipt of an SAO document with which he is concerned, the AO will:

(a) Go to the SAO area and review the document.

(b) Determine DMA's interest in the document and what action, if any, is required.

(c) Make appropriate entries in the "Action" block of the cover sheet to indicate if action is required, the suspense date for completing the action, and list other individuals, HQ DMA staff elements, and officials in his supervisory channel who should see the document. He will also decide if the document should be forwarded for information or action to one or more of the DMA Components.

(d) Return the document to the SAO document custodian and advise him of the determinations made in 4.a.(2)(b) and (c) above.

(3) Upon completion of initial review and action by the AO outlined in 4.a.(2) above, the applicable action described below will be taken.

(a) If it is determined that DMA's interest in the document is for information only at HQ DMA, SS will arrange to show the document to each person listed by the AO to see the document. In all cases when a document is of concern to two or more mission directorates or is shown to the Director, Deputy Director, or Deputy Director, Management and Technology, the Chief of Staff will be informed or shown the document. The SAO document custodian will maintain a record indicating who has seen or been informed of each document and will file the document when reading/notifications have been completed.

(b) If it is determined that DMA's interest in the document is for information only, at HQ DMA and at one or more DMA Components, SS will take the action outlined in 4.a.(3)(a) above. The AO will prepare the document for dispatch to the DMA Component(s) electrically or in hard copy, as appropriate, and deliver it to the SAO document custodian.

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The custodian will register the outgoing version of the document and dispatch it by appropriate means. The custodian will also file a copy of the material dispatched.

(c) If it is determined that HQ DMA action is required in connection with the document, the SAO document custodian will provide an "action" copy to the AO. The AO will coordinate the action as appropriate and will decide at what echelon within HQ DMA it must be approved. After approval the SAO document custodian will take the action described in 4.a.(3)(b) above. The "action" copy of the incoming document will then be destroyed.

(d) If it is determined that one or more DMA Components must be involved with the DMA action, the AO will prepare the document for dispatch with appropriate instructions to the appropriate Component(s) as described in 4.a.(3)(b). In all such cases, the AO will decide which officials within HQ DMA are to be informed of or must approve the action.


b. Outgoing Material.

(1) The AO is responsible for preparing all SAO material originated at HQ DMA. SS will assist with the preparation of this material as required by providing advice regarding the document format and classification.

(2) The AO is also responsible for determining to/with whom the material is to be shown/coordinated, and at what echelon within HQ DMA the material is to be approved.

(3) When the material has been coordinated, approved, and is ready for dispatch, the AO will deliver it to the SAO document custodian. The custodian will register the material and prepare it for dispatch, retaining a file copy of all outgoing material.

FOR THE DIRECTOR:


A. G. LUSKIN
Captain, USN
Chief of Staff

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